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# 4C

## Action

### *Educator Preparation Committee*

#### **Initial Institutional Approval – Stage II: Eligibility Requirements for Las Virgenes Unified School District**

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**Executive Summary:** This agenda item presents, as part of the Initial Institutional Approval process, Las Virgenes Unified School District's responses to the Eligibility Requirements for consideration and possible approval by the Commission.

**Recommended Action:** That the Commission review the responses to the Eligibility Requirements and determine if the institution may move forward in the Initial Institutional Approval process.

**Presenters:** Lynette Roby, Consultant, and Cheryl Hickey, Administrator, Professional Services Division

#### **Strategic Plan Goal**

#### ***II. Program Quality and Accountability***

- b) Effectively and efficiently monitor program implementation and outcomes and hold all approved educator preparation programs to high standards and continuous improvement through the accreditation process.

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## Initial Institutional Approval – Stage II: Eligibility Requirements for Las Virgenes Unified School District

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### Introduction

As part of the Initial Institutional Approval process, a prospective program sponsor, Las Virgenes Unified School District, has submitted responses to the Eligibility Requirements for consideration and possible approval by the Commission on Teacher Credentialing (Commission). Approval of Stage II allows an institution to move forward to Stage III which is to submit Common Standards and preconditions for review. Approval of Stage II does not authorize the institution to offer an educator preparation program that leads to a credential or license.

### Background

California law provides the Commission with the authority to accredit institutions to offer programs that lead to a credential to serve as an educator in California's public schools. Among other responsibilities, Education Code section 44372(c) sets forth the Commission's responsibility to rule on the eligibility of an applicant for initial accreditation for the purpose of offering a program of educator preparation.

The Commission requires that an institution seeking to offer new educator preparation program(s) must first be approved for initial accreditation as a new program sponsor and must do so by completing the Commission's Initial Institution Approval (IIA) process. At the [December 2015 Commission meeting](#), the Commission approved a new IIA process requiring the satisfactory completion of five approval stages as part of the Strengthening and Streamlining Accreditation project – updates to the IIA process were subsequently approved during the [February 2016 meeting](#). A graphic detailing the five stages of the IIA process is provided on the following page.

This agenda item presents for consideration one school district seeking to become a program sponsor.

### Las Virgenes Unified School District

Las Virgenes seeks initial institutional approval in order to offer a teacher Induction program, a preliminary administrative services credential program and a clear administrative services credential program. A summary of Las Virgenes Unified School District's responses to the twelve [Eligibility Requirement Criteria](#) are provided in the table below. (The full response from Las Virgenes Unified School District can be found in this [Attachment](#).) Criteria 1 through 9 have been reviewed by staff and a recommendation has been provided. Criteria 10, 11 and 12 have been summarized for the Commission's review and consideration. Appendix A includes the eligibility requirement criteria, required information for each of the criteria and factors to consider for Criteria 10 through 12 as an institution prepares its response.

## Initial Institutional Approval

I	II	III	IV	V
Prerequisites	Eligibility Criteria	Address Standards & Preconditions a) Common b) Program	Provisional Approval	Full Approval
<p>To ensure that the prospective sponsor is legally eligible to offer educator preparation programs in California.</p> <p>To ensure that the prospective sponsor understands the requirements of the Commission's accreditation system.</p> <p><b>Staff Determination</b> If the institution is a legal entity and the team attends Accreditation 101, the institution may move to Stage II</p>	<p>To provide initial information to the Commission about the entity so that the Commission can make a decision if the prospective sponsor is one that has the potential to sponsor effective educator preparation programs.</p> <p><b>Commission Decision</b></p> <ol style="list-style-type: none"> <li>1) Grant Eligibility</li> <li>2) Grant Eligibility with specific topics to be addressed in Stage III</li> <li>3) Require resubmission with additional information</li> <li>4) Deny Eligibility</li> </ol>	<p>a) To ensure that the institution meets all of the Commission's Common Standards (e.g., infrastructure, resources, faculty, recruitment and support, continuous improvement, and program impact). Standards are reviewed by the BIR prior to going to Commission.</p> <p>b) To ensure that the proposed program meets all of the Commission's adopted program standards. Standards are reviewed by the BIR prior to going to the Commission.</p> <p><b>a) Commission Decision</b></p> <ol style="list-style-type: none"> <li>1) Grant Provisional Approval</li> <li>2) Deny Provisional Approval</li> </ol> <p><b>b) Committee on Accreditation Decision</b></p> <ol style="list-style-type: none"> <li>1) Approve Program(s)</li> <li>2) Deny Approval</li> </ol>	<p>After the program operates for 2-3 years, sufficient time so that a minimum of one cohort has completed the program and the institution has had ample time to collect data on candidate outcomes and program effectiveness, the institution will host an accreditation site visit. The report from this site visit, including related data, will be presented to the Commission.</p> <p><b>Commission Decision</b></p> <ol style="list-style-type: none"> <li>1) Grant Full Approval</li> <li>2) Retain Provisional Approval with additional requirements</li> <li>3) Deny Approval</li> </ol>	<p>Once an entity has earned Full Approval from the Commission, the institution will be placed in one of the accreditation cohorts and will participate in the Commission's regularly scheduled accreditation activities.</p> <p><b>Committee on Accreditation Decision</b> Monitors through the accreditation system</p>

**Las Virgenes Unified School District (LVUSD)**  
**Criterion 1 through 9**

*In accordance with the Commission adopted process for determining eligibility for Initial Institutional Approval, Eligibility Criteria 1-9 as follows includes a staff review and recommendation.*

<b>Criterion</b>	<b>Staff Recommendation</b>	<b>LVUSD Response</b>
Criterion 1: Responsibility and Authority	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• The Director of Curriculum, Instruction and Categorical Programs will be responsible for ongoing oversight of all educator preparation programs offered by LVUSD.</li> <li>• The Credential Program Coordinator will manage the day-to-day operation of the credential programs.</li> <li>• The institutional lines of authority and reporting relationships are clearly described and identified in the Institutional Organization Chart provided.</li> <li>• LVUSD assures that the credential recommendations will be delegated to employees of the institution and that those individuals will participate in Commission training.</li> </ul>
Criterion 2: Lawful Practices	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• LVUSD has provided nondiscrimination policies for both employee/personnel and for candidates.</li> </ul>
Criterion 3: Commission Assurances and Compliance	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• LVUSD has provided all required assurances.</li> </ul>
Criterion 4: Requests for Data	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• The Director of Curriculum, Instruction, and Categorical programs will be the point of contact for all requests for data. He will be responsible for reporting and responding to all requests from the Commission within the specified timeframes for data.</li> </ul>
Criterion 5: Grievance Process	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• LVUSD has provided a clearly identified grievance process.</li> </ul>

Criterion	Staff Recommendation	LVUSD Response
Criterion 6: Communication and Information	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• LVUSD will provide information about the program on the program website (no login required) and through program brochures. The information will include the mission, governance and administration, admissions process, and information about the educator preparation programs.</li> </ul>
Criterion 7: Student Records Management, Access and Security	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• LVUSD candidates will have access to unofficial transcripts via a learning management system and will be able to request official transcripts from the Educational Services department.</li> <li>• Student records will be maintained using a learning management system and will be kept on a secure district server.</li> <li>• Paper copies of records will be kept in locked cabinets in the district office.</li> </ul>
Criterion 8: Disclosure	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• Credential programs will be offered in a hybrid model – 70% face-to-face instruction and 30% instruction through an online learning management system.</li> <li>• Credential programs will be housed in the Center for Educational Excellence facility adjacent to the LVUSD District Office.</li> <li>• LVUSD reports no outside organizations providing any direct educational services at this time.</li> </ul>
Criterion 9: Veracity in all Claims and Documentation Submitted	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• LVUSD has submitted a statement signed by the Superintendent confirming the veracity of all statements and documentation submitted to the CTC with the understanding that a lack of veracity is cause for denial of initial institutional accreditation.</li> </ul>

## Criterion 10, 11 and 12

*In accordance with the Commission approved process for determining eligibility for Initial Institutional Approval, Eligibility Criteria 10-12 include a staff summary of the institution's submission, but do not include a staff recommendation.*

Criterion	Summary of LVUSD Responses
Criterion 10: Mission and Vision	<p>LVUSD has submitted its Mission and Vision statements and attests to the fact that these will be published on their website and in documents provided to candidates. LVUSD wishes to offer an Induction program, a Preliminary Administrative Services Credential program and a Clear Administrative Services Credential Program. LVUSD has reported that they will provide a link between theory and practice “to support teachers and administrators in providing equitable learning experiences to meet the diverse needs of the student population” and that all of their programs will be rooted in education research. LVUSD strongly believes in “bridging theory and practice” and further states that “Through collaboration that can foster shared knowledge and professional growth, all programs within its Center for Education Excellence are designed to address both the theoretical foundations and practical application of teaching and learning.” Additional narrative is provided in the submission: (<a href="http://www.ctc.ca.gov/commission/agendas/2017-04/2017-04-4C-attachment.pdf">http://www.ctc.ca.gov/commission/agendas/2017-04/2017-04-4C-attachment.pdf</a>, page 6)</p>
Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation	<p>LVUSD is seeking approval as a program sponsor eligible to offer educator preparation programs only in California. To date, LVUSD teachers and administrators earn their clear credentials through Ventura County Office of Education; LVUSD administrators may also earn clear credentials through California Lutheran University. LVUSD’s leadership team is comprised of members who have had experience with program sponsor advisory boards, credential programs, and accreditation processes.</p> <p>LVUSD reports data from 2014-15, 2015-16 and 2016-17 for candidates who earned credentials through Ventura County Office of Education Induction and Early Completion Option programs</p> <p>LVUSD has posted the Third Party Notification invitation on its website. No email comments have been received at this time.</p> <p>As required by this criterion, staff researched the possibility of any additional available information relevant to LVUSD’s application for initial institutional approval and found none.</p>

Criterion	Summary of LVUSD Responses
	<a href="http://www.ctc.ca.gov/commission/agendas/2017-04/2017-04-4C-attachment.pdf">http://www.ctc.ca.gov/commission/agendas/2017-04/2017-04-4C-attachment.pdf</a> , page 8)
<p>Criterion 12: Capacity and Resources</p>	<p>LVUSD has provided a June 2016 Budget Audit Report, a 2016-17 adopted budget, and a proposed operational budget. LVUSD has also provided a draft copy of the course catalog and qualification information for the instructional and support personnel, including coaches, fieldwork supervisors, instructors, support staff, and a program coordinator. LVUSD has had conversations with several outside districts for the purposes of providing fieldwork, including Oak Park Unified School District, Simi Valley Unified School District, and Conejo Valley Unified School District.</p> <p>LVUSD reports that facilities will include a learning management system to deliver a targeted digital learning platform for candidates; moreover, all meetings held in person will be held at the district office where technology and equipment are available to support the program instructors and candidates.</p> <p>In the event that LVUSD is unable to continue providing its teacher education programs, a plan to teach out candidates has been provided. The plan includes teaching out second year candidates at LVUSD while transitioning first year candidates into another local program. The accredited institutions where first year candidates would be transitioned will include those within a 25 mile radius.</p> <p><a href="http://www.ctc.ca.gov/commission/agendas/2017-04/2017-04-4C-attachment.pdf">http://www.ctc.ca.gov/commission/agendas/2017-04/2017-04-4C-attachment.pdf</a>, page 9)</p>

### Staff Recommendation

Staff recommends that the Commission consider the Eligibility Requirements submitted by Las Virgenes Unified School District and take one of the following possible actions for the institution:

- 1) Grant Eligibility;
- 2) Grant Eligibility with specific topics to be addressed in Stage III;
- 3) Require Resubmission with additional information; or
- 4) Deny Eligibility.

If approved by the Commission, Las Virgenes will be allowed to move forward to Stage III, submission of Common Standards and Preconditions for review. Approval of Stage II will not authorize Las Virgenes to offer an educator preparation program that leads to a credential.

### Next Steps

Based on the Commission's action, staff will take appropriate next steps related to the option chosen.

**Appendix A**  
**Criterion 10, 11 and 12**  
**Eligibility Requirement, Required Information, and Factors to Consider**

Eligibility Requirement	Required Information	Factors to Consider
<b>Criterion 10: Mission and Vision</b>		
<p>An institution's mission and vision for educator preparation is consistent with California's approach to educator preparation.</p> <p>* A complete program design with significant detail included is not what is intended here as that will be submitted to ensure alignment with the Commission's adopted program standards in Stage III. Rather, the intent is to provide the Commission with sufficient information to ensure that the institution's philosophy and approach about educator preparation is consistent with California's.</p>	<p>a) Statement of the institution's mission and vision for Educator Preparation.</p> <p>b) A statement confirming that the mission and vision will be published on the website and in institutional documents provided to candidates.</p> <p>c) Information about how the mission and vision for educator preparation reflects the institution's commitment to California's adopted state standards and frameworks for TK-12 students.</p> <p>d) Information that demonstrates the institution's commitment to preparing candidates to work effectively with the full range of California TK-12 students.</p> <p>e) Statement that includes which educator preparation program(s) the institution will seek to offer.</p> <p>f) Information about the institution's philosophical and/or theoretical framework or approach underlying the design of educator preparation.*</p> <p>g) If applicable, provide a description of the ways in which the proposed program for California would be similar or different from programs operated in another state.</p>	<p>a) To what extent did the institution provide a clear mission and vision for educator preparation programs that the institution seeks to offer to prospective California candidates?</p> <p>b) To what extent did the institution confirm that the mission and vision will be published on the website and in institutional documents provided to candidates?</p> <p>c) To what extent does the information about the institution's mission and vision demonstrate the institution's commitment to California's adopted state standards and frameworks for TK-12 students?</p> <p>d) To what extent does the information about the institution's mission and vision demonstrate the institution's commitment to the health and success of all students?</p> <p>f) To what extent does the information provided about the proposed program design indicate that sufficient attention will be paid to both the theoretical foundations of teaching and learning and effective professional practice?</p>



## Appendix A

Eligibility Requirement	Required Information	Factors to Consider
	h) Any other relevant information the institution believes will allow the Commission to better understand the institution and its programs.	
<b>Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation</b>		
<p>Institutions seeking IIA must have sponsored an educator preparation program leading to licensure, or participated as a partner in any educator preparation programs and/or programs focused on K-12 public education and provide history related to that experience.</p> <p>CTC staff will research available information about the institution relevant to the application for initial institutional approval.</p> <p>Institutions must submit:</p> <p>Proof of third party notification enlisting comments to be sent to: <a href="mailto:Input@ctc.ca.gov">Input@ctc.ca.gov</a></p>	<p>a) History related to its prior experience preparing, training and supporting educators within California or in other states.</p> <p>b) A list of all states and/or countries in which the institution is currently operating an educator preparation program and the status of the institution's approval in each of those locations.</p> <p>c) If applicable, a copy of the most recent approval document (state approval/accreditation and, if applicable, letter or report from regional accrediting body, if applicable, indicating accreditation status.</p> <p>d) For institutions currently operating educator preparation programs in another state, data from the most recent 5 years indicating number of candidates enrolled in the institution's programs and number who have completed program (taking into account the length of time of the program design).</p> <p>e) If offering educator preparation program in other state, any information available on placement rates for candidates in the schools.</p> <p>f) Evidence that the entity has fostered positive working relationships with educational partners in establishing its programs in California to meet local educational needs.</p>	<p>a) Is there information that the institution has prior experience successfully preparing, training, and/or supporting educators or partnering with institutions that prepare educators?</p> <p>b) To what extent did the institution provide a complete and accurate list of all the states and/or counties in which it is operating an educator preparation program?</p> <p>c) Is there sufficient information that the entity is operating in good standing in other jurisdictions where it is/has sponsored educator preparation or other related work?</p> <p>d) To what extent does the data provided regarding completion indicate that most candidates are able to successfully complete the program in a timely manner?</p> <p>e) To what extent does the data provided indicate that candidates that complete the institution's programs are likely to be employed as educators?</p> <p>f) To what extent does the institution have either a positive history of working collaboratively with local educational partners and/or information that it will work collaboratively with local educational partners (for instance, TK-12 institutions working with feeder IHE programs or IHE programs working collaboratively with TK-12 employers)</p>

## Appendix A

Eligibility Requirement	Required Information	Factors to Consider
	g) Evidence that candidates have been satisfied with the educator preparation programs offered by the entity and the services they received by the institution.	g) To what extent does the information provided indicate that candidates are satisfied with the institution and with the services they receive?
<b>Criterion 12: Capacity and Resources</b>		
An institution must submit a Capacity and Resources plan providing information about how it will sustain the educator preparation program(s) through a 2 – 3 year provisional approval (if granted) at a minimum. A plan to teach out candidates if, for some reason, the institution is unable to continue providing educator preparation program(s).	a) Copy of the most recent audited budget for the institution. b) A proposed operational budget for the educational unit. c) Information about instructional and support personnel for the educational unit. This information shall include, but not be limited to: <ol style="list-style-type: none"> <li>1) The number and type of faculty (full time faculty, pt. time adjunct, etc.) and/or instructional personnel, including support providers and coaches if induction, who will be employed or used to provide services to candidates in the first 2-3 years of the program's operation.</li> <li>2) The criteria or minimum qualifications for each of the positions listed above.</li> <li>3) If the institution applying is an out of state institution, provide all relevant information about how the instructional services will be delivered to candidates. For instance, will faculty and instructional personnel remain located in the home state and provide services via technology to candidates in California?</li> </ol> d) If the institution applying is an out of state institution, the institution must provide all relevant information as to which of the	a) To what extent did the institution provide information from a recent audit that indicates that the institution is economically stable? b) Does the information provided indicate that that the institution will provide adequate resources to operate effective educator preparation programs in the first 2-3 years of the program? c) Does the information provided indicate that the leadership, instructional personnel and support staff are capable of maintaining and delivering an effective educator preparation program. d) To what extent did the institution provide clear information about which educational services would be located outside of California? And does the plan indicate

## Appendix A

Eligibility Requirement	Required Information	Factors to Consider
	<p>educational services would be located outside of California. For instance, if candidates must go through the out of state offices in order to get financial aid services, the institution should provide that information to the Commission.</p> <p>e) Evidence of TK-12 partnerships for the purposes of providing fieldwork.</p> <p>f) Information demonstrating sufficient facilities and/or digital learning platforms for candidates.</p> <p>g) A plan to teach out candidates if, for some reason, the institution is unable to continue providing educator preparation program(s).</p>	<p>that prospective California candidates would be well served by the plan?</p> <p>To what extent did the institution provide sufficient information to indicate that if any of the instructional services will be delivered from outside of California, that these services will meet the needs of prospective California candidates?</p> <p>e) To what extent did the institution provide information that demonstrates that it is working collaboratively with TK-12 schools to ensure appropriate fieldwork experiences for candidates?</p> <p>f) To what extent did the institution provide information that there will be sufficient facilities and/or effective digital learning platforms for candidates?</p> <p>g) To what extent did the institution provide a Teach Out plan that identifies, at least broadly what actions would be taken to ensure that the interest of enrolled candidates will be sufficiently addressed in the event of program and/or institution closure?</p>